

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### BOOKKEEPER, High School

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Two (2) years of successful employment as a bookkeeper or an equivalent combination of training or experience.
- Computer data entry experience preferred.
- Knowledge of word processing applications as related to specific job functions.

**REPORTS TO**    Principal

**SUPERVISES**    No supervisory duties

### POSITION GOAL

*To implement the school financial program as outlined by the Principal with regard to the school budget and the internal account.*

### PERFORMANCE RESPONSIBILITIES

1. \* Process all monies in the Internal Accounts.
2. \* Verify all monies and prepare bank deposits.
3. \* Issue all school checks.
4. \* Maintain/update information on computer data base.
5. \* Maintain a running total of all receipts and expenditures, and a running balance of all accounts in the school ledger.
6. \* Prepare monthly Trial Balance, Bank Reconciliation, and Principal's Report to be filed in the County Office.
7. \* Process and number all County and Warehouse purchase orders.
8. \* Collect invoices and copy to the Finance Office for payment.
9. \* Collect monies for lost or damaged textbooks and issue receipts; maintain accurate records.
10. \* Process inventory report forms for County Office.
11. \* Trace errors and record adjustments in order to correct changes or credits posted to incorrect accounts.
12. Perform other duties as assigned by the Principal.

*\*Denotes essential job function/ADA*

### TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES	ADA CODES	BOARD APPROVED
District Salary Schedule <b>C-C    \$31,925 - \$56,694</b>	PeopleSoft Position <b>TBA</b> Personnel Category <b>16</b>	Function <b>7300</b> Survey Code <b>73097</b>	<b>2 Sedentary</b> <b>3 A - C / L / P / S - V</b>
M-12    D-258    H-1935	EEO-5 Line <b>51</b>	Job Code <b>1620</b> Job Code <b>162012</b> Job Code <b>1620T</b>	<b>4 None</b>
<b>C-C2    \$24,252 - \$43,066</b>			
M-10    D-196    H-1470			